



## TRAVEL TUTOR

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### Are You Ready for the New Passport Requirements?

On **January 23, 2007** the first phase of the Western Hemisphere Travel Initiative was implemented. All persons, including U.S. citizens, traveling by **air** between the United States and Canada, Mexico, Central and South America, the Caribbean, and Bermuda are now required to present a valid passport, Air NEXUS card, U.S. Coast Guard Merchant Mariner Document, or an Alien Registration Card, Form I-551, if applicable.

For the second part of the initiative, to be phased in by **January 1, 2008**, all persons, including U.S. citizens, traveling between the U.S. and Canada, Mexico, Central and South America, the Caribbean, and Bermuda by **land or sea** (including ferries), may be required to present a valid passport or other documents as determined by the Department of Homeland Security. While recent legislative changes permit a later deadline, the Departments of State and Homeland Security are working to meet all requirements as soon as possible. Ample advance notice will be provided to enable the public to obtain passports or passport cards for land/sea entries.

#### WHAT ARE THE ACCEPTABLE DOCUMENTS?

The following documents fulfill requirements:

- ◇ U.S. Passport: U.S. citizens may present a valid U.S. passport when traveling via air between the United States and Canada, Mexico, Central and South America, the Caribbean, and Bermuda, and may also use a U.S. passport when traveling via sea and land borders (including ferry crossings).
- ◇ The Passport Card (also referred to as the PASS Card): This limited use passport in card format is currently under development and will be available for use for travel only via land or sea (including ferries) between the U.S. and Canada, Mexico, the Caribbean, and Bermuda. Similar in size to a credit card, it will fit easily into a wallet.
- ◇ The following documents will continue to be acceptable for their current travel uses: NEXUS, and the U.S. Coast Guard Merchant Mariner Document (MMD).

#### ARE THERE ANY EXCEPTIONS TO THE PASSPORT REQUIREMENT?

**Members of the U.S. Armed Forces on active duty traveling on orders will continue to be exempt from the passport requirement.**

The passport requirement does NOT apply to U.S. citizens traveling to or returning directly from a U.S. territory. U.S. citizens returning directly from a U.S. territory are not considered to have left the United States and do not need to present a passport. U.S. territories include: Guam, Puerto Rico, the U.S. Virgin Islands, American Samoa, Swains Island, and the Commonwealth of the Northern Mariana Islands.

#### WHERE CAN I GET PASSPORT INFORMATION?

The Passport Services Office provides information and services to American citizens about how to obtain, replace or change a passport. Visit their website for all the details [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html).

# For Travelers

## DO YOU KNOW?

### How to Change Your Account Information in DTS

You may make changes to account information when creating a DTS authorization. When you are in the process of creating an authorization, go to the tab Additional Options >Profile> My Account Information. On this screen you can edit your GOVCC Account Number, GOVCC Expiration Date, Checking Routing Number, Checking Account Number, Saving Routing Number, Saving Account Number, and your Default Accounting Code Label. Once you have edited the desired data fields, check the "Save changes to permanent traveler information" box and click the "Update Personal Information" button. This will make the changes permanent in your traveler profile without the need to have a DTA do it for you. A change request has been approved that will allow the traveler to make profile changes from their personal homepage. This is an enhancement to which we are all looking forward.



### How to Check City Pair Fares Without Creating an Authorization

If you would like to check air fares prior to creating an authorization, there are sources outside of DTS that can be used to view city pair information. For a complete listing of GSA city pair airfares you can visit the website <http://apps.fss.gsa.gov/citypairs/search/>.

## Mileage Rate Increase

The POC TDY mileage rate was increased to \$0.485 per GSA announcement in the Federal Register, Vol. 72, No. 19, dated 30 January 2007. Privately owned airplane and motorcycle TDY mileage rates remain unchanged as do the PCS mileage (MALT) rates. To view this change, go to

<https://secureapp2.hqda.pentagon.mil/perdiem/faqpovpast.html>

#### When was the increase effective?

The increase was effective 1 February 2007, and was reflected in DTS on that date.



## Travel Conferences

Travel administrators take note! Make your plans for the following conferences scheduled for 2007:

**Surface Deployment and Distribution Command (SDDC) Training Symposium** - April 23-25, 2007 in Orlando, FL

**National Business Travel Association (NBTA) International Convention & Expo** – July 22-25, 2007 in Boston, MA

**Defense Finance Conference** – September 17-20, 2007 in Alexandria, VA

**GSA SmartPay Training Conference** – August 21-23, 2007 in Philadelphia, PA

**Society of Government Travel Professionals (SGTP) Education Conference** September 5-7, 2007 in Washington Metro Area

**National Defense Transportation Association (NDTA) Forum & Expo** – September 15-19, 2007 in Charleston, SC

# “Refresh” Your DTS Knowledge

If you haven't visited the DTS Training website recently, you may not know the authorization demo now reflects the Reservation Module Refresh functionality. Additionally, the training demos have been broken up into smaller sections (mini demos) so that you may select only a part of the authorization process. You can still load the entire authorization demo, but the new mini demos give you the added flexibility of reviewing selected parts of the process.

Even if you're a seasoned user of DTS you may want to review the training materials to familiarize yourself with the new Reservation Module Refresh functionality. Remember, in addition to demos, there are quick reference materials you may print for handy desk side or pocket reference.

To access the training demos and printable materials, go to the DTS Travel Center Website at [http://www.dtstravelcenter.dod.mil/Training/Training\\_Main.cfm](http://www.dtstravelcenter.dod.mil/Training/Training_Main.cfm). The demonstrations can be launched by clicking the “Launch” button under DTS Demonstrations. The Quick Reference materials are accessed by clicking “Quick Reference” in the box on the left hand side of the screen.

## Be Prepared for Airport Screening

### Make Your Trip Better Using 3-1-1



**3-1-1 for Carry-Ons =**  
3 ounce bottle or less;  
1 quart-sized, clear, plastic, zip-top bag;  
1 bag per passenger placed in screening bin.

One-quart bag per person limits the total liquid volume each traveler can bring. The 3 oz. container size is a security measure.

**Consolidate** bottles into one bag and X-ray separately to speed screening.

**Be prepared.** Each time TSA searches a carry-on it slows down the line. Practicing 3-1-1 will ensure a faster and easier checkpoint experience.

**3-1-1 is for short trips.** If in doubt, put your liquids in checked luggage.

**Declare larger liquids.** Prescription medications, baby formula and milk are allowed in quantities exceeding three ounces and are not required to be in the zip-top bag. Declare these items for inspection at the checkpoint.

**Come early and be patient.** Heavy travel volumes and the enhanced security process may mean longer lines at security checkpoints.

*Reprinted from the TSA Website. For more information on items you may or may not bring in your carry-on and checked baggage see the TSA website <http://www.tsa.gov/>.*

# FOR CTOs



## Overseas Travel

In overseas areas, travel decisions often require a little more ingenuity. Some areas offer contract fares while others do not. In those areas where there is no contract fare between the origin and

destination of the traveler's mission, it becomes a local agency travel policy. One issue an agency may face is that of having to issue a through fare like a CAT-Z fare versus combining two different fares. For example, the agency may decide to issue a CAT-Z fare from Okinawa, Japan to CONUS versus issuing a local fare to Tokyo and a contract fare between Tokyo and CONUS.

While CAT-Z fares are often more expensive, there are also some advantages to this fare. The advantages include the issuance of one ticket, using US funds/dollars and interlining (transferring) of baggage from one carrier to another. Furthermore, this fare often allows a free stopover anywhere on the normal routing.

Another option to using the CAT-Z fare may be breaking the fare between points of travel. This would require the issuance of separate tickets, and the passenger to claim and transfer their own luggage from

one carrier to another. Although normally less expensive than a CAT-Z fare, the use of through fares may require educating travelers on additional requirements.

## Premium Class Travel

DoD policy requires the use of least expensive coach class transportation accommodations for all official travel. Premium Class accommodations may be used only in those circumstances as stated in the Joint Federal Travel Regulation/Joint Travel Regulation. Each request for Premium Class Travel (PCT) must be considered individually and carefully balanced against good stewardship of scarce resources with an emphasis on mission requirements. PCT must not be common practice and must receive proper approval.

Commercial Travel Offices (CTOs) are critical in ensuring premium class tickets are not issued without proper authorization. Since CTOs are usually the final step in the travel process, CTOs must ensure internal controls are in-place to prevent unauthorized issuance. In addition to ensuring tickets are not issued without proper approval, CTOs must report issuance of PCT in accordance with applicable commercial travel contracts. Understanding contract requirements regarding PCT is essential to proper oversight and control.

# FOR AOs

**Lodging Taxes:** AOs need to ensure travelers are including lodging tax as a separate expense, and not as a part of the per diem entitlement. Estimated lodging taxes are easily added to the authorization:

1. Click *Expenses* on the main DTS navigation bar.
2. Use the drop down menu to choose either hotel room tax or hotel sales tax as appropriate.
3. Use the calendar icon to input the date.
4. Enter the estimated amount of the tax (the hotel can provide this).
5. Click *Save expense*.

Estimated lodging taxes may be adjusted or deleted (if no taxes are charged) in a voucher.

1. Click *Expenses* on the main DTS navigation bar.
2. Click *Edit* next to the hotel sales or room tax.
3. Input actual amounts in the appropriate field.
4. Click *Save*.